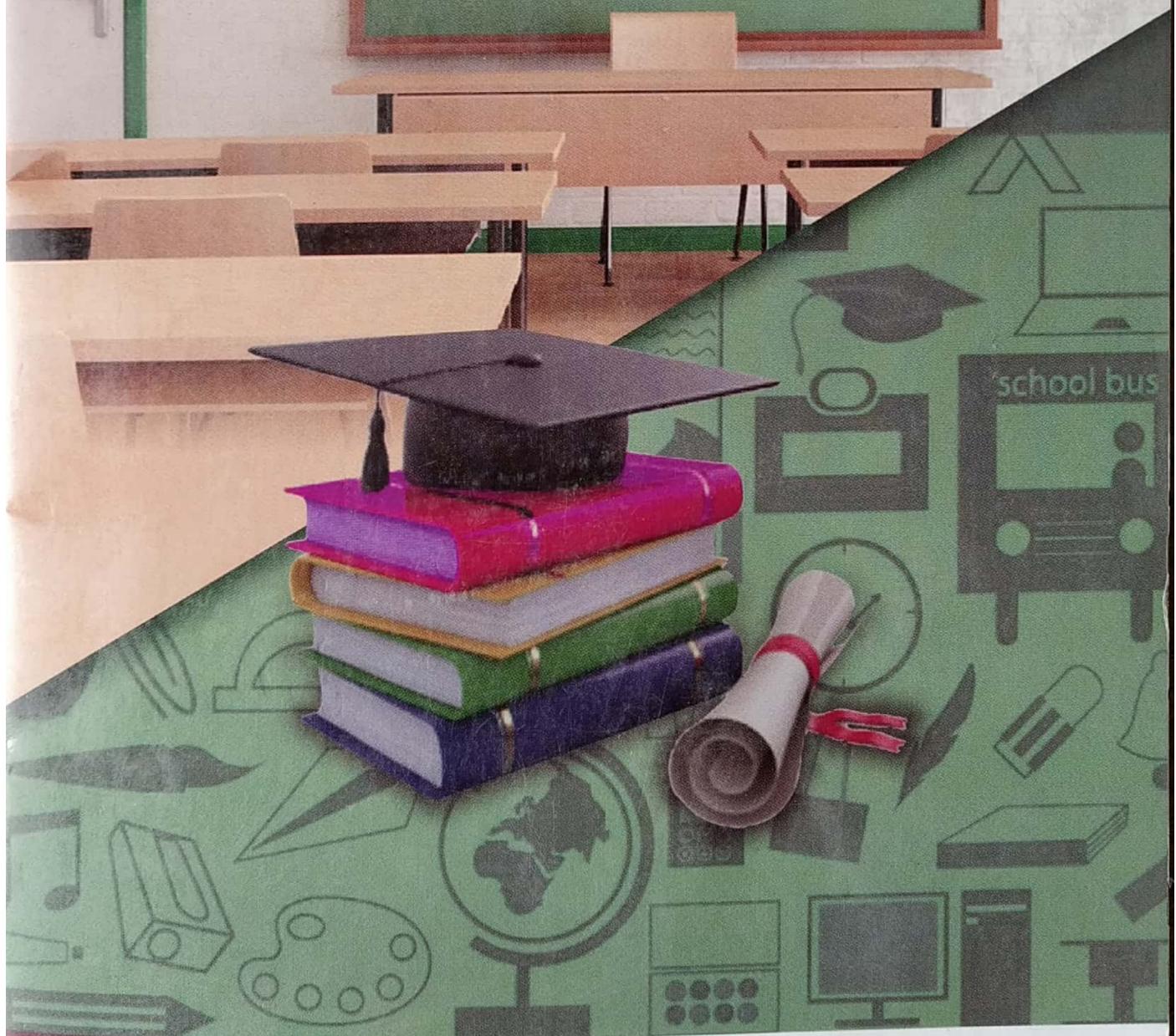




CLASSROOM PHRASEOLOGY



ASHFAQUE LAL KHAN
M.A, B.Ed

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Expression House
PUBLICATION

Preface

R ealising the increasing awareness and recognition of English as an international language and its use in almost all walks of life, the Government of Maharashtra has introduced it as one of the subjects right from primary level in all non-English medium schools. It has necessitated teachers to use the language in day-to-day teaching. Language starts with ears. The importance of listening cannot be ignored in the process of Language learning. But there is a lack of an English-speaking atmosphere in vernacular schools, in general, and in Urdu medium schools in particular. This booklet is an attempt to pave a way in creating an English-speaking atmosphere in non-English medium schools.

The expressions given in the booklet aim to enable teachers to use the language in classroom, thereby developing students' listening skill. The expressions are simple and succinct and can be used in different classroom situations. This booklet will hopefully increase the communicative skills of teachers.

Knowledge itself is of no value. It is the *use of knowledge* that makes it *valuable*. It will do you no good until and unless you *use* it. I am glad to be of help to you in this vital area. No effort is flawless. The suggestions to improve this booklet are welcome.

Ashfaque Lal Khan

Take it with a Pinch of Phraseology

Challenges are always round the corner. Ashfaque Lal Khan seems to stand with open arms to make a warm welcome to overcome the challenges that come in teaching English. The booklet is a 'Stand and Face Device' gifted to the teachers. If the phrases are made a vital part of teaching, it will be luxury : if not, it will be a 'Stand There and Stare' situation. This is but a self-punishment condition.

Khan deserves honour, appreciation and encouragement without any ifs and buts. For, he being an ideal teacher, pulls his own weight, works intelligent and comes up with a deed rather than words. The booklet is not a big planning : it is a great work. The teachers will make it even greater by using it. Consequently, they will grow great, please get the good to grow great. Talk less. Say more with phrases.

Let's get going with phrases, one day the students will succeed with flying colours. When they would get asked about the key to success, they would simply wear a 'Thank You Smile' on face. And that will be a million dollar smile for the teachers. So grab the booklet and add to your treasure of books in your bookshelf. But be careful : The bookshelf should be bigger than the T.V. set.

Ashfaque Lal Khan, Listen loudly. There is an another knock at the door of your imagination.

yours sincerely,

Shakeel Sadique

(Renowned English Teacher, Malegaon)

An Innovative Handbook

Respected Sir,

I would like to thank you and appreciate you for coming up with such an innovative handbook for teachers. Your booklet, 'Classroom Phraseology' not only covers the important aspects of communication that are used on a day-to-day basis in classrooms but will also instill confidence in teachers to communicate with their colleagues and students in English. It uses simple words and phrases and is ideal for anyone who wants to brush up his or her skills. I particularly liked common spontaneous situations and useful expressions as they can be used in any scenario by anyone and are not restricted only to schools and classrooms.

Regards,

Mateen Hafeez
Assistant Editor,
The Times of India, Mumbai

To Rest is To Rust

It is a well get-up-and-go in the beginning of enhancing the speaking skill through practical application of the classroom phraseology. This booklet could function as the basic communicative bridge between the teacher and the taught, victim of the atmospheric lacking of English irrespective of any medium of instruction. The booklet comprises some of the best classroom phraseologies, thoughtfully organised and well designed.

The booklet is the second assignment with extraordinary simplicity and feel-good factor after the first book 'Grammar Activities' by Ashfaque Lal Khan. May the dear readers' love for the booklet bring grand fame for its creator.

Jalaluddin Saudagar
(Assistant Teacher)
H.A.K High School &
Jr. College Manmad.

Before the Lesson Greetings

- Good morning everyone / class.
- Very good morning/afternoon to all of you.
- How are you today / this morning / this after noon?
- What's up ?
- How do you do ?
- It is warm this morning, isn't it ?
- What a rainy day / lovely day!
- It's cold today.
- What day is it today ?
- How is everyone ?
- How are you all doing today?
- I am fine thank you. / I am alright.
- I feel unwell.
- It's nice to see you again.

Introduction

My name is I am your new English teacher.

I will be teaching you English this year.

Roll Call

- Get ready for your roll call.
- Is Ali absent today?
- Who was absent yesterday?
- Where is Saima?
- Keep quiet.
- Stand straight
- Don't move.
- What's your roll number?
- No noise, please.
- Speak a little louder.
- Mention your presence / presentee.

Late

- Why are you late?
- Tell me where Bushra is.
- What's wrong with Salim today?
- Where have you been?
- Did you miss your bus/ auto?
- Did you oversleep? Don't let it happen again.
- Come on time.
- Be punctual / regular.
- How far is your house?
- Try to get up early.
- Don't come late now onwards.
- I am giving you the final warning.
- You are a habitual late-comer.

Time to Begin

- Take your seats please.
- Everyone, Please sit down.
- I hope you are all ready for your English lesson.
- I think we can start now.
- Is everybody ready to start?
- Come on. Let's start our lesson.

Waiting to Start

- I am waiting for you to be quiet.
- We won't start until everyone is quiet / silent.
- Stop talking and be quiet.
- It's time to begin. Please stop talking.

Beginning the Lesson

- Yes, where were we last time?
- Let's quickly review the last lesson.
- Let's start from page no. 66.
- Turn to page 12.
- Open your books to page 31.
- Be attentive.
- Listen carefully.
- Put your forefinger on the line.
- Sit properly.
- Take out your text books/ note books.
- Don't look back.
- Pass on the sheets.
- We are going to study an interesting lesson today.

Common Spontaneous Situations

- Congratulations!
- Well Done!
- Hard luck.
- Never mind.
- Better luck next time.
- Who's not here today?
- Do you feel better today?
- Are you better now?
- Have you been ill?
- What was the matter?
- I am sorry (about that).
- Sorry, that was my fault.

- I am terribly sorry.
- Excuse me for a moment.
- I will be back in a moment.
- Carry on with the exercise while I am away.
- I've got to go next door for a moment.
- I'm afraid I can't speak any louder.
- I seem to be losing my voice.
- I have a sore throat.
- I have a headache.
- Do you mind if I sit down.

Activity

- Work together with your friend.
- Find a partner.
- Work in pair / threes / fours / fives.
- Work in groups of two / three / four.
- I want you to form groups.
- You have ten minutes to complete this.
- There are too many in this group.
- Can you join the other group?
- Everybody, work individually.
- Work by yourselves.
- Work independently.
- Ask your neighbour for help.
- Ask others in the class/ groups.
- Have you finished?
- Do your next activity.

- Move on to the next activity.
- Have you found your place?
- Would you mind switching on/off the light / the fan.
- Would you please close / open the window.
- Your time is up.
- What do you mean?
- What does that mean?
- What do you think?
- How can you tell?
- Will you move aside?
- Will you move a bit?
- Open your books / work books / note books.
- Someone else.
- The appropriate verb is to
- Hands up!
- Give me a sentence.

Reading

- Read this passage silently.
- Read this aloud.
- Point out noun / verb / forms.
- Fazal, begin reading at line 5.
- Repeat.
- Repeat after me.
- Okay, stop there. Thank you.
- Whose turn is it to read?
- Who wants to read?
- Anyone else? / Who else?
- Who would like to read?

- Listen to this tape.
- Listen again please.
- You have five minutes to do this.
- Who's next?
- Like this, not like that.
- Let's stop now.
- How do you say it in English?
- Improve your pronunciation.
- Don't read just spelling, read the whole word.
- Underline the new words.

Explanation

- Are you ready?
- Are you with me?
- Are you alright?
- Do you get it?
- Do you understand?
- Do you follow me?
- Say it again, please.
- Is this Ok?
- One more time please.
- Explain it in your own words.
- It's written with a capital 'M'.
- Can anybody correct this sentence?
- Can you think of any more sentences?

- Look at this picture / presentation.
- Just look, don't touch.
- Do you agree with your friend?
- That's interesting!
- Absolutely right.
- Correct. Just listen.
- This answer is partly right.
- Can you justify your answer?
- Don't shout Sir, just raise your hands.
- That's very kind of you.
- Don't worry about it.
- Don't hesitate.
- Let me clarify it.

- Who hasn't answered yet?
- Wait for your turn.
- Pay attention.
- Let us not digress.
- Come to the point.
- Stick to your topic.
- Speak softly.
- Speak loudly.
- I can't hear you.
- One at a time.
- Wait a minute.
- Come and write on the B.B.
- Underline this word.
- Repeat after me.
- Tick the correct answer.

Encouragement

- Very good. / Nice.
- That's very good / very well.
- Well done.
- Very fine.
- That's fine / nice.
- I like that.
- Marvelous.
- You did a great job.
- Fantastic.
- Quite right.
- That's right.
- That's it.
- That's correct.

- Sorry!
- You are welcome.
- Congratulations!
- Wish you all the best.
- Better luck next time.
- Please hold on.
- Keep it up.
- Go ahead.
- Yes, you have got it.
- That's much better.
- You 've improved a lot.
- Unfortunately not.
- Not really.
- I am afraid that's not quite right.
- You can't use this word here.

- Try again.
- Not exactly.
- You were almost right.
- You've almost got it.
- You're on the right path.
- There's no hurry.
- There is no need to rush.
- We have plenty of time.
- Go on, have a try.
- Have a guess.
- There's nothing wrong with your answer.
- You didn't make a single mistake.
- That's exactly the point.
- That's just what I was looking for.

- Don't worry about your pronunciation.
- You have good pronunciation.
- You speak very fluently.
- You have made a lot of progress.
- You need more practice with these words.
- You still have some trouble with pronunciation.
- You are getting better day by day.
- Very imaginative!
- Brilliant!
- Well try.
- Superb!
- Excellent work!
- A very good try.
- Beautiful job.

- What a brain wave!
- Well thought-out.
- Good try, but not quite right.
- Have another try.
- Don't worry about your spelling.
- Do you need a clue / hint?
- What a perfect example!
- I'm proud of your work.
- That's good thinking.
- One more try and you'll be there.
- You're improving.
- You're a pleasure to teach.

Black Board Work

- Look here and copy it.
- Take out your notebooks.
- Have you copied what's on the board?
- Can I erase this?
- Can you clean the board please?
- Can I rub this off?
- Can you read this?
- Is my writing visible?
- Is he blocking your view?
- Write properly.
- Mind the strokes.
- Can you all see the board?
- Don't make noise.
- Read from the B.B.
- Take a chalk stick.

- Stand near the B.B.
- Erase it.
- Use all four lines.
- Have you given your notebooks?
- Don't use red pen.
- Write after understanding it well.
- Take your pencil, sharpen it.
- Improve your handwriting.
- Use the eraser.
- Don't write hastily.
- Complete the picture.
- Use a pencil to draw figures.
- Use a ruler to draw lines and tables.
- Don't write in the margin.
- Pass on the notebook.
- Who is talking there?

- No talking in the classroom.
- Look into your own notebooks.
- Push the chair in the corner.
- Put your bag under the table.
- Can you repeat please?
- You are not allowed to
- Ask him.
- Speak up.
- Go ahead.
- Stand up.
- Sit down.
- Calm down.
- Play nicely.
- Come in.
- Everyone has to answer.
- Stop chatting.

- Don't be shy.
- Do your best.
- Show me.
- Tell me.
- Say something.
- Swap papers.
- Return papers.
- Don't waste papers.
- Turn around.
- Don't sleep.
- I want everyone to be wide awake.
- Clear out your desk.
- Can you give me an example?
- Use pointer.

Outside the Classroom

- You are blocking the way.
- Get out of the way.
- Can I park my bike here?
- Don't run on the ground.
- Stand aside. Don't stand here.
- Don't throw wrappers on the floor.
- Keep the corridor clean.
- Could I use your bike?
- Where can I get an autorikshaw from?
- Don't tear the page.
- Throw the waste paper in the dustbin.
- Don't pick up the flowers.
- Don't fight.

Supervision

- Look this way.
- Don't stand.
- Don't leave your seat.
- Listen to what is being said.
- Be careful.
- Put your bags out of classroom.
- Don't look back.
- Finish this by half past nine.
- Fill in with the ball pen.
- Keep your hall tickets on the bench.
- You are not allowed to go out of the classroom.
- Don't ask anything from anyone.
- Which question are you on?
- Have you found your seat?
- Best of luck.

In the Assembly Hall

- Stand properly.
- Form a queue.
- Don't shout.
- Don't move.
- Keep quiet.
- Raise your hands.
- Put your hands down.
- Raise your right hand.
- Fold your hands.
- Stand according to your height.
- Take one arm's distance.
- Form pairs.
- Make a circle.
- Don't look back.

- Remove your shoes
- Sit in line.
- Stand straight.
- Recite in chorus.
- Keep one hand distance.
- Don't quarrel.
- Keep your bags in a row.
- Observe silence.
- Stretch your hands.
- Fold your fingers.
- Unfold.
- Curl your finger.

- Join your hands.
- Be ready for national anthem / pledge / prayer.
- Don't pinch him.
- Clap your hands.
- Be in queue.
- Don't mumble.
- Button up your shirt
- Come daily in neat and clean clothes.
- Cut your hair and nails when needed / on time.
- Wash your face.
- Relax.
- Cut your nails every week.

In the Staff Room

- Where's Khalid sir?
- Is he on leave today?
- Have you completed your muster?
- Have you covered your syllabus?
- What are you doing for the slow learners?
- What is the result of your remedial class?
- Do you feel well today?
- Please, can I borrow your pen?
- May I know the time please?
- It's ok, come back soon.
- Your watch is behind / running late / fast.
- When is the staff meeting?
- Have you planned the activities?
- I read your article in 'Shikshan Sankaram'.
- Congratulations!!

Note Book Instructions

- Rewrite.
- Write on the line.
- Write neatly.
- Leave the margin.
- Mind the neatness.
- Make use of both sides of the paper.
- Make use of only one side of the paper.
- Write date in the margin.
- Complete it.
- Mind strokes.

- Use suitable colours.
- Write the topic.
- Write the topic above red line.
- Keep proper distance between the words.
- Put full stop at the end of a sentence.
- Paste the torn pages.
- Mind the punctuation.
- Use pencil to draw figures.
- Keep your notebook clean.
- Complete the index.

101 Useful Expressions

1 - There you are! (What you said is right, correct.) سچ کہا تم نے!

2 - Got it? Understood? سمجھے؟

3 - Just coming. ابھی آتا ہوں۔

4 - As you please. جیسا آپ چاہیں۔

5 - Not in the least. بالکل نہیں۔

6 - This will not do. یہ نہیں چلے گا۔

7 - See you later. پھر ملیں گے۔

8 - Sorry, I'm afraid, I'm not free. معاف کرنا، میں مصروف ہوں۔

9 - Here it is./ Here you are. یہ لو۔

10 - We have plenty of time. ہمارے پاس کافی وقت ہے۔

11 - Are you free? کیا آپ فارغ ہیں؟

12 - I'm pleased to meet you. آپ سے مل کر خوشی ہوئی۔

13 - I regret to say..... بہت افسوس سے کہتا ہوں۔

14 - Take care of yourself. اپنا خیال رکھیے۔

15 - It's getting late.	دیر ہو رہی ہے۔
16 - Must you go so soon?	کیا آپ کو اتنی جلدی جانا ضروری ہے؟
17 - Doesn't matter.	کوئی بات نہیں۔
18 - What has happened?	کیا ہوا؟
19 - That sounds fine/interesting.	عمرہ اد پچس پ لگتا ہے۔
20 - May I help you?	کیا میں آپ کی مدد کر سکتا ہوں؟
21 - How far is it from here?	وہ یہاں سے کتنی دور ہے؟
22 - I mean to say.....	میرے کہنے کا مطلب ہے۔۔۔۔۔
23 - Watch out!	سن بھالو!
24 - How long will it take?	کتنا وقت لگے گا؟
25 - Let me have a look.	دیکھنے دو مجھے۔
26 - You are under a wrong impression.	آپ کو غلط فہمی ہوئی ہے۔
27 - Worry doesn't mend matters.	صرف فکر کرنے سے بات نہیں بنتی۔
28 - Leave me alone.	مجھے اکیلا چھوڑ دو۔
29 - It is not your fault.	یہ آپ کی غلطی نہیں ہے۔
30 - It is a fact that.....	یہ حقیقت ہے کہ۔۔۔۔۔

31 - The time has come. وقت آپ کا ہے۔

32 - It is known to all. یہ سب کو معلوم ہے۔

33 - Here he comes. دیکھو وہ آیا۔

34 - I hope so. مجھے ایسی امید ہے۔

35 - Keep it to yourself. اس بات کو اپنے تک ہی رکھنا۔

36 - Prices are rising. قیمتیں بڑھ رہی ہیں۔

37 - I would prefer coffee to tea. میں چائے پر کافی کوتزنیح دونگا۔

38 - It's over there. وہ چیز وہاں ہے۔

39 - I am looking forward to seeing you again. میں آپ سے دوبارہ ملنے کا مشتاق ہوں۔

40 - I must leave now. مجھے اب جانا چاہیے۔

41 - Come along then. تو پھر چلو ساتھ میں۔

42 - What did you say? کیا کہا تم نے؟

43 - Let's make a move. چلو چلتے ہیں۔

44 - Just sign here. یہاں دستخط کیجئے۔

45 - I have no time. میرے پاس وقت نہیں ہے۔

46 - Share your problems frankly.
اپنے مسائل بے تکلفی سے کہو۔

47 - He may come any time.
وہ کسی بھی وقت آسکتا ہے۔

48 - You must be tired.
آپ تھکے ہوئے ہوں گے۔

49 - I forgot to ask you one thing.
میں آپ سے ایک بات پوچھنا بھول گیا۔

50 - He must be joking.
وہ مذاق کر رہا ہوگا۔

51 - Undoubtedly
بے شک

52 - I can't wait any longer.
میں اب اور انتظار نہیں کر سکتا۔

53 - Only he knows it.
صرف وہ جانتا ہے۔

54 - This is Yusuf speaking.
یوسف بول رہا ہوں۔

55 - My fear turned out to be true.
میرا اڈر صحیح نکلا۔

56 - Do something for me.
میرے لئے کچھ کیجئے۔

57 - Can't you come on time?
کیا تم وقت پر نہیں آسکتے؟

58 - He did it by himself.
اس نے خود کیا ہے یہ۔

59 - Don't allow any one to come.
کسی کو اندر مت آنے دو۔

60 - Sorry, I kept you waiting
معاف کرنا میں نے آپ کو انتظار کروایا۔

61 - His efforts came to nothing.
اس کی کوششیں رائیگاں گئیں۔

62 - Ask anyone.

کسی سے بھی پوچھو۔

63 - You get into the taxi.

تم ٹیکسی میں بیٹھو۔

64 - I never said so.

میں نے ایسا کبھی نہیں کہا۔

65 - A party wouldn't be any fun without you.

تمہارے بغیر پارٹی میں مزہ نہیں آئے گا۔

66 - She was pretending.

وہ بہانہ کر رہی تھی۔

67 - She started to tremble.

اس نے کانپنا شروع کر دیا۔

68 - Come at another time.

کسی اور وقت آئیے۔

69 - Loss, toss or cross, I will not move from here.

چاہے کچھ بھی ہو جائے میں یہاں سے نہیں ہلوں گا۔

70 - Beauty is short lived

چاردن کی چاندنی پھر اندری رات۔

71 - The more the merrier.

جتنے زیادہ لوگ رہیں گے اتنا مزہ آئے گا۔

72 - Anybody but Ziyad will do it.

یہ کام زیاد کے علاوہ کوئی نہیں کرے گا۔

73 - He will repent some day.

ایک روز وہ پچھتاے گا۔

74 - I don't feel like eating just now.

مجھے ابھی بھوک نہیں لگی ہے۔

75 - He is a good-for-nothing fellow.

وہ کسی کام کا نہیں ہے۔

76 - Money is palm's grime.

پیسہ ہاتھ کا میل ہے۔

77 - Wipe away your tears.

اپنے آنسو پوچھو۔

78 - I often get asked this question. مجھ سے یہ سوال اکثر پوچھا جاتا ہے۔

79 - You seem tired. تم تھکے ہوئے لگتے ہو۔

80 - I think it's a sheer waste of time. مجھے لگتا ہے یہ خالص وقت کا ضیاع ہے۔

81 - As far as I am concerned..... جہاں تک میرا تعلق ہے۔۔۔۔۔

82 - Wait a bit. ذرار کیے۔

83 - She likes to blow her own trumpet. وہ اپنی شخني بگارتی ہے۔

84 - She burst into tears. وہ رونے لگی۔

85 - The question doesn't arise. سوال ہی نہیں اٹھتا۔

86 - Many difficulties are cropping up. کئی مسائل کھڑے ہو رہے ہیں

87 - I was not invited. مجھے دعوت نہیں دی گئی۔

88 - The more is the haste.
The less is the speed. جتنی جلدی کرو گے، اتنا وقت لگے گا۔

89 - The room looks fairly large. روم کافی بڑا لگتا ہے۔

90 - None has come yet. ابھی تک کوئی نہیں آیا۔

91 - She herself said so. ایسا اس نے خود کہا۔

92 - She wore a troubled look.

وہ پریشان دکھائی دے رہی تھی۔

93 - They were not allowed to sit in the class.

انہیں کلاس میں بیٹھنے کی اجازت نہیں دی گئی۔

94 - I have to attend yet one more marriage.

مجھے ایک اور شادی میں شریک ہونا ہے۔

95 - Saeed was late as usual.

سعید ہمیشہ کی طرح دیر سے آیا۔

96 - Don't ask him. He doesn't know anything!

اس سے مت پوچھو۔ اسے کچھ نہیں معلوم!

97 - That's a stupid question to ask.

یہ بڑا احتمانہ سوال ہے۔

98 - Come two at a time.

ایک وقت میں دو لوگ آؤ۔

99 - Don't pay any attention to him.

اس کی بات پر دھیان نہ دو۔

100 - I had language problem in Germany.

جرمنی میں مجھے زبان کا مسئلہ تھا۔

101 - I must beg to differ on this point.

مجھے اس نکتہ پر اتفاق نہیں ہے۔

The booklet is not a big planning; it is a great work. The teachers will make it even greater by using it. Consequently, they will grow great. Please, get the good to grow great. Talk less. Say more with phrases.

Shakeel Sadique

The booklet 'Classroom Phraseology' not only covers the important aspect of communication that are used on a day-to-day basis in classroom but will also instill confidence in teachers to communicate with their colleagues and students in English.

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This booklet could function as the basic communicative bridge between the teacher and the taught, victim of the atmospheric lacking of English irrespective of their medium of instruction. It comprises some of the best classroom phraseologies, thoughtfully organised and well designed.

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PUBLICATION

Azad Nagar Road, Malegaon(Nashik)423203

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